



Glasgow City Council

Guidance on sending a public petition

1. Introduction

Glasgow City Council aims to provide you with good quality services which are easy to access and meet your needs, as a citizen of Glasgow.

The public petitions process plays a key part in these aims by encouraging you to participate fully in the decision making process, either by yourself or as part of a group.

We welcome petitions from you and from local businesses and community organisations. We want to make sure that children and young people also feel comfortable to participate in the decision making process. So we will produce guidance to promote how they can provide us with their views and opinions. We will consult with them to produce specific standard forms and processes.

If you are going to send the council a petition read the following guidance and instructions carefully before preparing and submitting a petition to the council.

2. Issues which we will consider

Your petitions should refer to services provided by Glasgow City Council or issues that affect you and/or your community that the council are involved in. You should clearly explain the purpose of the petition and what result you expect to achieve.

3. Issues we will not consider

- If your petition is a comment or a complaint, you should send it to us through the council's Comments, Compliments and Complaints process. The link to the comments and complaints form is provided below.
<http://www.glasgow.gov.uk/en/ContactUs/>
- Petitions that refer to any current court, legislative or regulatory proceedings, for example planning or licensing applications.
- Petitions that are the same or very similar to petitions the council has already considered within the previous 12 months.
- Petitions that relate to any decision the council, a committee, joint committee, board or officer has made in the last 12 months.
- Petitions submitted by councillors.

4. Content of petitions

Once you have sent a petition it will be acknowledged by the Clerk to the Public Petitions and Policy Development Committee and made available to the public to view on the council's website at www.glasgow.gov.uk

You must make sure the information you send does not include:

- false or insulting statements
- information that is protected by an interdict or court order
- information that is commercially sensitive, confidential or that may cause personal distress or loss
- the names of individual officers of public bodies
- the names of other individuals or information whereby they may be easily identified
- offensive language, for example swear words, insulting, sarcastic or provocative language or other terms that could reasonably be considered as offensive by the reader.

5. Action you should take before you send us a petition

Before you send the council a petition, you should consider if it could be dealt with in another way. For example, if it is a complaint or comment you could fill in a customer comments and complaints form. Or you could raise the issue with the relevant Local Elected Members, Member of Parliament, Member of the Scottish Parliament or Community Council. If you decide to send a petition you should include copies of any correspondence to help support your petition.

6. Format of petitions

A form for petitions is included within these Guidance Notes. You can also download the form from the council's website at www.glasgow.gov.uk. You can also request a paper copy by phoning 0141 287 3926 or in writing or in person at:

Clerk to the Public Petitions and General Purposes
Policy Development Committee
Glasgow City Council
City Chambers
Glasgow
G2 1DU

The petition should be titled and include a statement of no more than 250 words which covers the purpose of the petition and details of the results you would expect to achieve by presenting the petition to the committee

The petition **must** include the following.

- Your **name or the name of the principal petitioner** who, if aged over 18 **must** be on the Register of Electors for the **Glasgow City Council area**. Or in the case of a local business or organisation, the petitioner should be on the Valuation Roll for the Glasgow City Council area.
- Your, or the principal petitioner's **address** to which all communications will be sent.
- The **name, address and signature** of any person(s) supporting the petition, unless the petition is supported by a community council.

It would be helpful if your petition is typewritten or completed using a black pen. If you have any difficulty in filling in the form contact the Clerk to the Committee.

7. Support and help with a petition

We will accept petitions in community languages and other formats. We will also arrange for interpretation and translation services, including British Sign Language if you need it. We will take account of your needs when making arrangements to hear petitions. If you need any support you or your representative should discuss these with the Clerk to the Public Petitions and General Purposes Policy Development Committee.

8. Validation of petition

If you are sending in a petition and you are aged 18 years and over:

- you must have a minimum of 25 signatures from people living in the Glasgow City Council area and on the Register of Electors; or
- you should have the support of the relevant community council.

If you are sending a petition from a local business(es) or organisation(s):

- you must have support from at least five other businesses or organisations on the Valuation Roll; or
- you should have the support of the relevant community council.

If your petition is supported by a community council, a community council Office Bearer must countersign the petition where indicated. Where relevant you should also attach a copy of the minutes of the community council meeting, when the support was approved.

We are developing separate guidance to promote the views and opinions of children and young people and to make sure that they can participate in the process. We will publish specific guidance for them. If you need help and support please contact the Clerk to the Public Petitions and General Purposes Policy Development Committee.

Information about any individual will not be used for any other purpose other than in relation to the petition.

9. How to send in your petition – by mail, email or hand-delivery

When you are satisfied your petition meets the conditions outlined in this guidance, you should submit the petition to:

The Clerk to the Public Petitions and General Purposes Policy Development
Committee
Glasgow City Council
City Chambers
Glasgow
G2 1DU.

You can also email your petition to petitions@glasgow.gov.uk. The Clerk will let you know your petition has been received.

10. Consideration of petitions

Once your petition has been validated as being completed correctly, a committee date will be allocated. This will depend both on the workload of the committee and also the time taken to complete the validation process.

The Chair of the Committee may invite petitioners to appear before the committee to speak in support of their petition to help the committee reach a decision. As a petitioner you should indicate on the form if you want to make a statement to the committee. Due to pressure of business, no guarantee can be given that petitioners will automatically be invited to address the committee.

Subject to the discretion of the Chair of the Committee, you as a petitioner will be allowed to speak for up to 10 minutes. You may bring up to two supporters to the Committee who may speak on your behalf.

Councillors on the committee may ask you questions relating to the issue or issues that have been raised in the petition.

If you as a petitioner need any help making a statement to the committee - for example translation and or interpretation - please contact the Clerk to the Committee.

Following the consideration of a petition, the Public Petitions Committee and General Purposes Policy Development Committee will take a decision on action to be taken as follows.

- (a) Agree the issue(s) raised deserves further action and agree to refer the petition to another council committee, officer or other organisation.

- (b) Agree the issue(s) raised does not merit further action; or
- (c) Agree to take any other action as appropriate.

You as the petitioner will be advised of the committee's decision in writing.

11. Contact information

All letters and enquiries should be sent to:

Clerk to the Public Petitions and General Purposes
Policy Development Committee
Glasgow City Council
City Chambers
Glasgow
G2 1DU

Phone 0141 287 3926